

Recording publication information for self-published items

Use the following guidelines when recording publication information for self-published items:

Place of publication

If no place of publication is available on the item, record at least a country as best determined. Record in brackets, i.e., [United States]. If you're not certain, end with a question mark, i.e., [United States?].

Publisher

If a publisher is clearly identified, record the publisher in 264 _1, ꞑb.

If there is no publisher identified, record the author as publisher in 264 _1, ꞑb, in brackets.

264 _1 ꞑa[United States] :ꞑb[Jean Grainger],ꞑc[2019]

Self-publishing platforms such as CreateSpace and Lulu are printers rather than publishers. These do not need to be recorded in MARC tag 264, except as noted below:

If a record in OCLC incorrectly indicates CreateSpace or another self-publishing platform as the publisher in 264 _1, but it is not clearly identified that way on the item, record the author as the publisher as above and record the self-publishing platform as the manufacturer in 264 _3, ꞑb

In record:

264 _1 ꞑa[Morrisville, North Carolina] :ꞑb[Lulu],ꞑc[2019]

Change to:

264 _1 ꞑa[United States] :ꞑb[Jean Grainger],ꞑc[2019]

264 _3 ꞑa[Morrisville, North Carolina] :ꞑb[Lulu],ꞑc[2019]

Publication date

Record a publication date in 264 _1 ꞑc if it is available on the item. Also record the copyright date in 264 _4 ꞑc if it is different than the publication date.

If there is no publication date and there is a copyright date, record the copyright date as an implied publication date in 264 _1 ꞑc and record the copyright date in 264 _4 ꞑc. Also record the implied publication date in 264 _3, ꞑc when that field is present.

Do not use a self-publishing platform printing date as a publication date unless that is the only date available on the resource. If used, record as an implied publication date in 264 _1 ꞑc, in brackets.

If there is no date of any type available on the item, record an estimated publication date or range of dates, as best determined. If you're not certain, end with a question mark, i.e., [between 2000 and 2020?].

Fixed field elements

Fixed field elements such as country code and date(s) should be completed based on information in 264 _1 and 264 _4.